

## ROUTING AND RECORD SHEET

**EYES ONLY**

SUBJECT: (Optional)

Utilization of Negro Employees

FROM:

Deputy Director (Support)

EXTENSION

NO.

DATE

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Director  
7 D 59

*25 Oct 63 LBR*

Kirk:

2.

3.

4. Deputy Director (Support)  
7 D 18

*26 Oct 63*

*26 Oct 63*

Attached for your information is an interim report from the Director of Personnel concerning Utilization of Negro Employees. This report supplements the earlier report on Agency employment of minority groups, dated 21 August 1963, a copy of which you saw.

25X1

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*Registry*

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LKW

Att: Memo dtd 21 Oct 63 to DD/S fin  
D/Pers, subj: Utilization of  
Negro Employees

**EYES ONLY**

SECRET

DD/S 63-4420

Approved For Release 2002/08/14 : CIA-RDP84-00780R000600100001-6

EYES ONLY

Executive Reg. 1

21 OCT 1963

63-60294-0

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Utilization of Negro Employees

REFERENCE : Memo to DD/S fr Acting D/Pers dtd 21 Aug 63, subj:  
Minority Report as of 30 June 1963

1. This memorandum submits for your information an interim report concerning the utilization of Negro employees to supplement the statistical data contained in referenced memorandum. A follow-up report will be submitted when the review of the cases discussed in paragraph 3 has been completed.

2. The utilization of Negro employees has been examined in three ways:

a. The Official Personnel Folders have been analyzed for all Negro employees whose biographic profiles indicated that they possessed at least an undergraduate degree and whose grade was under GS-9. The name, grade, position title, service designation, age, and years of Agency service of the 40 persons in this group are listed in the attachment.

b. A spot check was made of ten Official Personnel Folders of Negro personnel who have been with the Agency for more than ten years regardless of the extent of their education.

c. Conferences were held with counseling and placement officers to obtain their estimates. These officers were of the opinion that good utilization is being made of Negro employees and that problems are minimal. Cases in which discrimination is alleged are referred by the Counseling Branch to the Office of the Inspector General. Counseling officers estimate that five or six cases have been referred in the past two years.

3. It is our judgment that in the aggregate the first group reviewed, i.e., Negro personnel with at least an undergraduate degree, comprise a group of competent employees whose qualifications are being satisfactorily utilized. This review showed that opportunities are afforded these employees for Agency training and that reassignments for career progression are effected when warranted. There are several instances in which more advanced training has been recommended by the supervisor. However, there were seven files in this group that suggested that the individuals concerned had not advanced proportionately to their educational attainment, age, and length of service. These cases, indicated by double asterisks (\*\*) on the attached list, have been referred to supervisory and placement officers for further study and a report.

4. The spot check of the second group of Negro employees, i.e., those with more than ten years of service regardless of grade, did not reveal

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EYES ONLY

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

**SECRET**  
**EYES ONLY**

Approved For Release 2002/07/15 : CIA-RDP84-00780R000600100001-6

SUBJECT: Utilization of Negro Employees

any case in which, in our judgment, the qualifications of the individual are not being satisfactorily utilized.

5. Except for the seven cases noted in paragraph 3 above, our review indicates that Negro employees are being utilized in positions commensurate with their individual qualifications. We will submit a further report on the seven individuals whose formal records raise questions regarding their utilization and advancement.




Emmett D. Echols  
Director of Personnel

25X1

Attachment:

List of Negro Employees  
Having Undergraduate Degrees

cc: Employment Policy Officer (Mr. 

25X1

**SECRET**  
**EYES ONLY**

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

**Utilization of Negro Employees**

FROM:

**Deputy Director (Support)**

EXTENSION

NO.

DATE

20 OCT 1963

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. **CIA Employment Policy Officer 7 D 39**

**Frank:**

Attached for your information is an interim report from the Director of Personnel concerning Utilization of Negro Employees. This report supplements the earlier report on Agency employment of minority groups, dated 21 August 1963, a copy of which was furnished you.

/s/  
LKW

Att: Memo dtd 21 Oct 63 to DD/S fin  
D/Pers, subj: Utilization of  
Negro Employees - DD/S 63-4420  
EA-DD/S:RBF:maq (23 Oct 63)

Distribution:

- Orig - Adse w/ccy of DD/S 63-4420
- 1 - DD/S Subject w/ccy of DD/S 63-4420 (pending return of Orig fin ExDir)
- 1 - DD/S Chrono

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UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Director of Personnel 5E56 Hq.		21 OCT 1963	EDE/le	
2					
3	Deputy Director (Support) 7D18 Hq.				
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
1 to 3: You may wish to refer this to the Equal Employment Opportunity Officer and to the Executive Director for information.					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
C/PRS/OP 2726 Quarters Eye				21 OCT 1963	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

Approved For Release 2002/08/15 : CIA-RDP84-00780R000600100001-6

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Minority Report as of 30 June 1963

**EYES ONLY**

FROM:

Deputy Director (Support)

EXTENSION

NO.

DATE

5 September 1963

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Executive Director 7D59 HQ

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DD/Support

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file

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Kirk:

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I thought you would be interested in the attached.  (CIA Employment Policy Officer) has been furnished a copy. The Office of Personnel is making a discreet case-by-case review of the files of those individuals whose present GS grade appears disproportionately low in relation to level of education. We will advise you if we foresee any problems.

25X1

Please return.

LKW

Att: Memo dtd 21 Aug 63 to DD/S fr A-D/Pers, same subj, w/att:

**EYES ONLY**

**SECRET**  
**EYES ONLY**

DD/S 63-3599

63-6845 E.O.

21 AUG 1963

Per 14

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Minority Report As Of 30 June 1963

1. In response to your request, information is presented in Tabs A, B, C, and D regarding employment of minority groups in the Agency:

Minority Group Employment Report - Agency - 30 June 63 (TAB A)

This report presents on an Agency-wide basis the employment of minority groups in accordance with pay category, (i.e., Classification Act, Wage Board, and other pay plans). The format used is comparable to that prescribed by the Civil Service Commission for the Annual Report requested from all other agencies for the President's Committee on Equal Employment Opportunity. A comparison with the same report made last year shows that the number of negro employees in the Agency increased from 646 to 744 or 12% between 30 June 1962 and 30 June 1963 while the number of negro employees grade GS-7 and above increased from 73 to 120 or 64% during the same period.

Negro On Duty Strength (Percent & Number) - By Extent of Education - By Grade As Of 30 June 63 - Agency (DCI, DD/I, DD/S, DD/P Groups) (TAB B)

Under this Tab, the negro population of the Agency is distributed over nine levels of educational achievement ranging from "Less Than High School Graduate" to the possession of a "Doctor's Degree." The alignment of extent of formal education to GS grade indicates that, in all directorates, utilization is being effected at grades generally commensurate with the extent of education. In 1955, 7.7% of all negro employees in GS positions were at grade GS-7 or higher. This percentage increased to 22% by 1963.

Staff Personnel On Duty Strength - By Race - By Sex - By Agency Components As Of 30 June 63 (TAB C)

This table shows the number and organization location of Agency personnel by race and sex.

Percent Of On Duty Strength - By Agency - By Agency Components - By Race As Of 30 June 63 (TAB D)

The race distribution of individual components, major organizational groups and the Agency is presented on a percentage of total Agency and as a percentage of component basis. A comparison of the information in Tabs C and D, with information presented in a similar manner several years ago

**SECRET**  
**EYES ONLY**GROUP 1  
Excluded from automatic  
downgrading and  
declassification



**SECRET**  
**EYES ONLY**

SUBJECT: Minority Report As Of 30 June 1963

(1955), shows that the Agency has maintained approximately the same ratio among the races during its period of growth over this period.



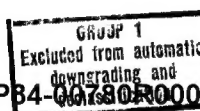
25X1

Acting Director of Personnel

Attachments:

1. Minority Group Employment  
Report - Agency - 30 June  
63 (TAB A)
2. Negro On Duty Strength (Percent  
& Number) - By Extent of  
Education - By Grade As Of  
30 June 63 - Agency (DCI,  
DD/I, DD/S, DD/P Groups) (TAB B)
3. Staff Personnel On Duty  
Strength - By Race - By  
Sex - By Agency Components  
As Of 30 June 63 (TAB C)
4. Percent of On Duty Strength - By  
Agency - By Agency Components -  
By Race As Of 30 June 63 (TAB D)

**SECRET**  
**EYES ONLY**



Next 19 Page(s) In Document Exempt